



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

DEC 21 2007

MEMORANDUM FOR MR. ROBERT EARL
SPECIAL ASSISTANT TO THE DEPUTY SECRETARY
OF DEFENSE

SUBJECT: Charter Renewal – Defense Business Board

The charter for the Defense Business Board is approved for renewal.

A notice has been published in the Federal Register announcing DoD's intention to renew the Board's charter. On January 2, 2008, my Committee Management Officer, pursuant to 41 CFR § 102-3.70, will formally file the committee's renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD Sponsor for this federal advisory committee, you are reminded that you are responsible for:

- (a) Providing adequate support to the advisory committee and its membership;
- (b) Ensuring that the committee members are appointed according to DoD policy, and that they do not serve on the committee until all personnel and ethics paperwork has been processed by the appropriate offices; and
- (c) Ensuring that the Defense Business Board is not unduly or inappropriately influenced by federal employees or any special interest.

If you should have any questions please contact me or my Committee Management Officer, Frank Wilson, at 703-601-2554, extension 113.

A handwritten signature in cursive script, appearing to read "Michael L. Rhodes", is located above the printed name.

Michael L. Rhodes
Deputy Director